Aid to Local (ATL) Catalyst Webinars
January 29, 2015 – 10:00 a.m., 3:30 p.m.

FAQs

1. What if the name and password in the email doesn't work?
   - There are multiple TA resources: Call support at 770-935-0958 to address any login password questions or go to catalystserver.com - the upper left hand number has the phone number and an email link. This information is also listed on the KDHE website.

2. Is there a word document or checklist that outlines the section and questions in the application?
   - Visit the program webpages for these documents, "Grant Application List of Fields" by program. Links for each program can be found here: http://www.kdheks.gov/doc_lib/index.html

3. How do you print a section or a completed application?
   - See attachment 1 to this Q and A list. Note, only completed fields will print. Blank fields will not be included until responses have been completed.

4. Can you print a blank plan in order to understand the requirements?
   - Currently there is no ability to this. Catalyst will only print a field that has content in it. Next year this will be possible.

5. How can users for organizations be added?
   - Usernames and password accounts are added by contacting Catalyst support staff at support@shpr.com

6. Does Catalyst have spell check?
   - No. We would suggest using your browser functionality for spell check.

7. Where is the grant application signature page?
   - On February 9th you will be able to download the summary and signature pages from the Organizational Summary page, and complete them. The summary will list all SUBMITTED grants. If you intended to submit a grant application and the total request line is blank, that would indicate that particular application has not been submitted.
   - The signature page is a fillable document and when completed, should be scanned and uploaded as an attachment on the Organizational Summary page.

8. Can multiple users from the same agency be in catalyst are the same time?
   - Yes, but there is a caution: If two people are working on the exact same field at the exact same time, the information from the last person who saves will be

saved and the information the other person enters could be lost. If you are not working in the same field at the same moment in time it is not a problem.

9. Should we wait until after February 9th to work in catalyst?
    - No, you do not have to wait until the updates are finished. The upgrades will not affect the data. The system is live now and ready to accept applications. Catalyst is always backed up prior to upgrades. The upgrades are done on the weekend.

10. Are we unable to submit applications individually if we have more than one?
    - Yes, but remember that the grant summary/signature page cannot finalize until all applications have been finished.

11. Does the whole health department have access to every application? Is there a way to individualize user names to only access certain applications?
    - Not at this time. This feature being considered for the future.

12. Can applications be submitted without all fields being completed?
    - Catalyst will allow partially complete applications to be submitted. If the application includes "required fields" that are not completed, you will get a warning that you must complete those incomplete fields. However, most fields in Catalyst are currently not "required" in order to set up barriers to application submission. Once you submit the application it goes through a program review phase. If a field is missed the reviewer will get in touch with you. The easiest approach is to go item by item and click every link (+) on the left hand side. The reviewer can contact you; open up the item you missed a let you fill this out. Don't forget the ATL webpage has guidance for each program.

13. Is there a personnel allocation by program in the signature sheet?
    - No it was not created for this year.

14. Are any of the programs planning holding conference calls about the application process?
    - Pregnancy Maintenance Initiative (MPI): February 5th @1:30p.m.
    - Teen Pregnancy: Feb. 6th @ 9:30a.m.
    - Maternal Child Health (MCH): Feb. 5 & 6 @ 12:00p.m.
    - Healthy Families: Feb. 6th @ 1:30p.m.

15. Immunization Action Plan – We really need more guidance on this. There are no details on the webpage. The guidance for this should be available soon.

16. Do you know when the preparedness program will load their application yet?
    - The application is now live in the system. There is only one field to complete – if you will or will not be participating in the PHEP grant for 2015-16. Workplans and budget submission will be completed once funding is announced.

17. What is OMBA single audit?
    - If a group gets more than $500,000 in Federal funds they have to submit a circular 1-133 audit. The audit does not have to be submitted now we just want to know who is required to do it.

18. Can you explain more about the budget uploading process?
    - The budget it is not uploaded as an attachment, it is created in the system. You actually build the budget and it is organized according to the category in which it is built. See the "Budget Guidance" document which can be found on the Organizational Summary page as an attachment.

19. Are there character limitations in each field (field limitations)?
    - There are character limits but they are set by each individual program. They should be long enough. If you find you are limited, contact the individual program.

20. Benefits in the Budget – do benefits need to be broken out by each benefit or can it be lumped as a total sum?
    - If it is a large amount, it would be helpful to have it broken down by employee and benefit.

21. Do we press the submit button for each application or wait to submit all?
    - You are not required to hit submit on each individual application but if you don't when you print your grant summary you will not see green check marks filled in by each application. The preferred process is to go into each individual application and hit submit because you will receive notes and reminders that help you with the entire process. Then at the end of the process print the grant summary and everything will be locked down. '

22. You mentioned that users might get notifications from Catalyst. How will that happen and how will we access those?
    - In the upper right corner of the view, there is a bell icon. If you have notifications, you will see a red dot there. Access notifications by clicking on the bell.
    - If you have notifications and have not accessed them in a specified period of time, you will receive an email reminding you to check your notifications in Catalyst.
    - Occasionally KDHE may send notifications out through this system.

23. Once our application is submitted, can we go back and make changes?

- You can edit the application until you hit the “Finalize Application button”. If needed, program staff reviewing the application will be able to provide access to individual users if they need to request that the applicant make changes.

24. How many contacts should an organization have in the profile? Is it limited to the contacts of the users?
    - This is at the organization’s discretion. Catalyst staff only needs one organizational contact.

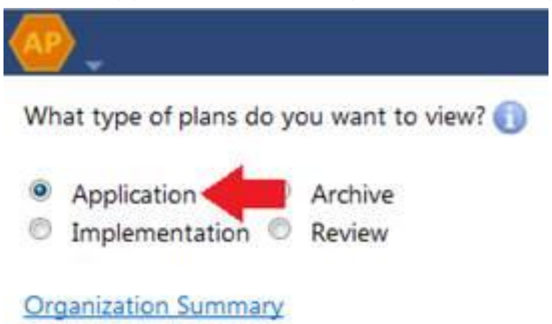
25. Can I submit an application as a parent organization for other counties?
    - Yes, but at this time, a user for any organization can view all applications in Catalyst for that organization.

Attachment 1 – Printing

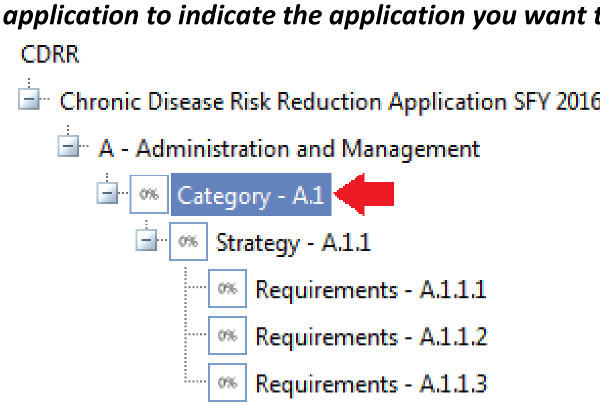
To print a completed application

1. Log into Catalyst (www.catalystserver.com) with your username and password.
2. Open the Home Menu by clicking in the top left corner of the page and select the Planning & Evaluation components.

3. Select "Application" for the question "What type of plans do you want to view?"



4. Select any item within the plan you want to print. ***Note: If you had multiple plans, you would have to print each application individually. This is why you have to select an item in the application to indicate the application you want to print.***



5. Click  in the top right corner of the header.

6. Select the filters you want to use for your plan and click View Plan. You are directed to your generated plan.
    a. To print your entire plan, do not apply any filters and click View Plan.
    b. To print part of your plan, select the filters you want to apply. For example, you can filter by Groupings. To filter by Groupings, click to next to “Filters Specific To Your Action Plan” to expand this section. Select “Yes” for the question, “Do you want to use ***Groupings*** from your Action Plan as a filter?” Check the box next to the Grouping you want to include (ex. A – Administration and Management). Click View Plan. Only the items in that Grouping will generate in your print version.

7. To export the plan, select an option from the “Export” dropdown and click Export at the top of the page.

8. To print the plan, click  at the top of the page. The default print format is PDF.

9. Open the exported plan using the same steps as you normally would to open a downloaded file from your web browser.
10. Print the downloaded file using the same steps as you normally would to print any file of the selected format.